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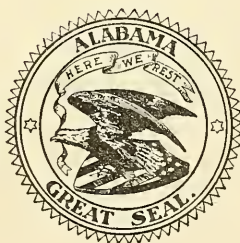
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THE COUNTY HIGH SCHOOLS OF ALABAMA

RULES AND REGULATIONS COURSES OF STUDY ADOPTED TEXTBOOKS



ISSUED BY
THE DEPARTMENT OF EDUCATION
MONTGOMERY, ALA.
JULY 1914

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RULES AND REGULATIONS

ADOPTED BY

THE HIGH SCHOOL COMMISSION FOR THE GOVERN- MENT OF THE COUNTY HIGH SCHOOLS OF ALABAMA

1. The county high school teachers, including the principal, shall be elected by the High School Commission and their salaries shall be fixed by the Commission. The county board of education shall have the right to nominate the principal of the county high school and the principal of the county high school shall have the right to nominate the teachers for the county high school. The county board of education shall recommend the salaries to be paid the teachers, including the principal, but if the nominations and recommendations so made do not meet the approval of the High School Commission, said commission shall act independently of such nominations and recommendations, either or both.

2. The teachers of the county high school shall consist of a principal and two or more assistants. Provided, that no assistant in any county high school shall be elected to the principalship of any county high school in which he may have taught for any time during the twelve months immediately preceding the date of any election, and provided further, that no person living in a town or community in which a county high school is located shall be eligible for election to a position as assistant in that particular high school."

3. The principal shall be employed for twelve calendar months beginning July 1st and ending June 30th of the following year. He shall be paid by the calendar month and shall furnish a bond of \$500.00 in a reputable bonding company within thirty days from the date of his election. Said bond must be approved by and filed in the office of the judge of probate of the county in which the high school is located, and a certified copy of said bond must be filed in the office of the Superintendent of Education at Montgomery (the expense of this bond to be a charge to the county high school).

4. The principal shall keep a matriculation book, adopted by the High School Commission, in which shall be placed the names of the pupils as they matriculate, giving the full name, home address, age, and the name and address of the parent, together with other desired information.

5. The teacher shall keep an accurate record of the recitations and conduct of the pupils, and at the end of each term make a general report of each pupil to the principal, who shall place this report on a general record book which shall be well bound and kept for future reference.

6. It shall be the duty of the principal on June 30th of each year to make an annual report on blanks furnished by the Department of Education. This report shall be made in duplicate, one copy being sent to the county superintendent and the other to the State Superintendent at Montgomery. It shall also be the duty of the principal to make reports from time to time when called for by the Department of Education.

7. It shall be the duty of the principal and assistants in each county high school to follow faithfully the course of study prescribed by the Superintendent of Education, in accordance with section 1866 of the Code.

This course of study shall be a four year course and shall be based on an elementary course of seven grades or years.

8. If the county board of education deems it expedient to allow the seventh grade to be taught in the county high school building as a preparatory grade to the regular high school course, as outlined by the High School Commission, such may be done, provided all teachers of this grade are elected and their salaries fixed in the same manner as the county high school teachers, and the necessary funds required to maintain this grade, in the way of salaries and incidentals, are provided for by the county board of education and other local authorities; and provided further, the teachers and pupils of this grade shall be under the direct supervision of the principal and governed in accordance with the rules and regulations made by the High School Commission.

9. The county high school shall begin its annual session at such date as may be fixed by the county board of education, provided that the date of opening be not later than the third Monday in September.

10. The session of the county high schools shall be nine scholastic months (thirty-six weeks). The session is divided into two terms of four and one-half months each, and at the end of each term a general written examination shall be given to the pupils on the branches studied during the preceding term.

11. Applicants for admission to a county high school must present an elementary seventh grade certificate or take a written examination covering the elementary course of study and average not less than 60% on each subject. These papers must be filed for at least six months in the office of the principal of the county high school, provided that mature young men and young women not under 17 years of age and capable of doing efficient secondary work may be admitted without written examinations.

12. During the vacation period the principal shall canvass the county in the interest of the county high school, or perform any other school work that may be assigned to him by the High School Commission.

13. A pupil living in any county may attend the county high school in another county without any additional charges for tuition, etc., but every pupil in the county high school must present to the principal his receipt at the beginning of each term of the session showing that an incidental fee of \$2.50 has been paid to the local treasurer of the high school which he is to attend.

14. Every county high school must have a treasurer who shall be elected as the county high school principal is elected and who shall reside in the place where the school is located. He shall be elected for a term of three years and shall be required to make a bond of three thousand dollars in a reputable surety company; said bond must be approved by and filed in the office of the judge of probate of the county in which the high school is located, and a certified copy of said bond must be filed in the office of the Department of Education at Montgomery. The treasurer shall keep in a well bound book accurate accounts of all of his transactions and shall make such reports as may be required of him by the High School Commission. He shall keep an accurate account of receipts and disbursements of all moneys stating from what source they came and how disbursed, giving receipts and taking proper vouchers.

15. On the last day of each month the principal of the county high school shall deliver to the county high school treasurer a payroll in duplicate showing the amount due each teacher, janitor, and any other persons who have legitimate accounts against the high school. With the exception of the teachers and janitor, all persons shall present to the principal an itemized statement of the account against the school, in duplicate, before the principal shall be required to place the same on a monthly payroll. The county high school principal shall make out the monthly payroll in duplicate and shall be required to make the proper affidavit on the back of each payroll before delivering it to the county high school treasurer.

16. The county high school treasurer must pay every item with a bank check and place the proper check number in the "Check Number" column of both payrolls furnished him each month by the principal. He must make a general report of his receipts and disbursements on the blank form at the bottom of each monthly payroll, and after properly making the affidavit at the bottom of the payroll sheet he must forward one of the payrolls to the State Superintendent of Education at Montgomery so that it will reach the office within ten days after the payroll is submitted to the treasurer by the principal. The other payroll shall be kept on file in the office of the treasurer and in it shall be placed the cancelled checks paying the various items when these checks are returned to the treasurer.

17. The treasurer must make an annual financial report in duplicate on or before July 30th for the year ending June 30th immediately preceding. One of the reports shall be filed with the County Superintendent and the other with the State Superintendent of Education at Montgomery.

18. The treasurer shall be paid no salary for his services, but the premium on the surety bond required of him and any incidental expenses connected with his official duties must be paid out of any funds belonging to the high school. Accounts covering such items shall be furnished the county high school principal in accordance with Rule 13 and shall be paid in the regular way.

19. The quarterly State appropriation of \$750.00 shall be made payable to the order of the high school treasurer and shall be drawn on July 1, October 1, January 1, and April 1,

of each year. The requisition for this appropriation shall be made by the high school treasurer and sent to the State Superintendent in ample time for it to reach him each quarter before the dates mentioned. It shall be the duty of the State Superintendent to receipt the State Auditor for the warrant and to transmit it to the county high school treasurer.

20. Examinations must be held at the close of each term of four and one-half months by the high school teachers and at the close of the session a certificate shall be issued by the principal to each pupil who passes a satisfactory examination stating that such pupil has finished the work of a designated year and this certificate shall entitle the pupil to enter upon the work of the year next after that so designated in any county high school in the State.

21. In order to pass a satisfactory examination on any branch in the county high school, it is necessary for the pupil to make an average of not less than 65% during the first school year and not less than 70% on each branch during each and any year thereafter. This average shall be secured by averaging the grade made on the final examination with the daily recitation grades given, the final examination counting one-half and the daily recitations one-half. All examination papers shall be held for reference until January 1st of the succeeding year.

22. The county high school teachers shall hold teachers' meetings twice each month of the scholastic year, at which the teachers shall consider such matters as may tend to promote the progress of the students and the welfare of the school, including the methods of teaching the various high school subjects. Some professional book prescribed by the State Superintendent of Education shall also be studied uniformly by the faculties of the several county high schools and a portion of the regular teachers' meeting period shall be given to the discussion of topics taken from this book.

23. The High School Commission shall appoint Inspectors, who shall visit the various county high schools of the State and after carefully inspecting them shall make a written report to the Secretary of the High School Commission.

27. The principal of each county high school is hereby authorized to make such rules and regulations as may be necessary to successfully control and discipline the school, provided

such rules and regulations shall in no way conflict with the rules and regulations made by the High School Commission.

25. It shall be the duty of the county high school treasurer to see that the county high school property is properly insured at all times. The building and equipment should be insured for their full value, and the premiums to cover the insurance should be paid in the regular way on a monthly pay roll out of any county high school funds. The insurance policies shall be made payable to the High School Commission of Alabama and the county high school treasurer shall be the custodian of the policies.

26. Certificates of graduation shall be issued to all pupils who complete, in a satisfactory manner, the prescribed course of study for the county high schools. The certificates must be purchased from the Marshall & Bruce Company, of Nashville, Tennessee, as a contract has been made with this company by the High School Commission to furnish these certificates at a minimum cost. The certificates must be signed by the State Superintendent of Education, the County Superintendent and the principal of the county high school.

27. The principal of each school shall keep a proper account of all financial obligations of the school, listing each individual or firm together with the amount due at the time the obligation is incurred, in such a way as to show at any time the actual and total outstanding indebtedness of the school. And any account not so included in the schedule of indebtedness shall not be a charge to the school but to the principal who shall be liable on his official bond therefor.

INSTRUCTIONS TO THE COUNTY HIGH SCHOOL PRINCIPAL AND COUNTY HIGH SCHOOL TREASURER

THE PRINCIPAL

1. The principal should study the rules and regulations governing the county high schools and comply with them in detail.

2. The county high school pay roll in duplicate should be made out by the principal on the last day of every month in the year, and the pay roll should be dated the last day of the calendar month for which it is made.

3. The principal is paid by the calendar month and his term of service begins July 1st of each year. The assistants are paid by the scholastic month and their terms begin at the opening of the school term.

4. Opposite the name of each assistant in the county high school between the words "Salary" and Month," the words "First," "Second," "Third," "Fourth," "Fifth," "Sixth," "Seventh," "Eighth," and "Ninth" should be used in designating the months for which the assistant is paid during the school session.

5. The janitor should be appointed by the principal and he may be paid by the scholastic month or by the calendar month.

6. The principal shall make a requisition on the county high school treasurer before making any purchase or expenditure for his school. This requisition shall state specifically the purchases or expenditures which he desires to make during the month and shall give the amount of each.

7. The regular form of requisition book prepared by the State Superintendent shall be used and each requisition must be made in duplicate and both forms must be approved by the county high school treasurer. The original shall be filed by the treasurer and the duplicate approved by him shall be returned to the principal.

8. The requisition shall cover every item of expense which shall appear on the pay roll for each month except the salaries of the principal, teachers and janitor. Any principal who incurs any expense or makes any purchase without making a requisition to cover the same and having it approved by the treasurer shall be personally liable for the account, should the high school treasurer decline to approve said purchase on the requisition presented for the following month.

9. The principal of each school shall keep a proper account of all financial obligations of the school, listing each individual or firm together with the amount due at the time the obligation is incurred, in such a way as to show at any time the actual and total outstanding indebtedness of the school. And any account not so included in the schedule of indebtedness, shall not be a charge to the school but to the principal who shall be liable on his official bond therefor.

10. If the principal desires to reimburse himself for incidentals paid by him, he should place his name on the pay roll for the amount and an itemized statement of the incidental account should be attached to the pay roll on file in the office of the high school treasurer.

11. When an account against the school is to be paid, the name of the party should be placed on the pay roll for the amount and an itemized statement of the account should be attached to the pay roll. The principal should make opposite the name of each party rendering the account, a general statement telling the character of the claim.

12. Each pay roll must be totalized and the total should be placed on the bottom line of the pay roll.

13. After properly making out the pay roll in duplicate and making the necessary affidavit on each, the principal should deliver the pay rolls to the county high school treasurer.

THE TREASURER

1. The treasurer should read carefully the rules and regulations governing the county high school and comply with them in detail, seeing that each payment is a legal one.

2. All county high school funds, including the State appropriation, town and county appropriations, matriculation,

incidental fees, etc., must be placed in the hands of the county high school treasurer.

3. The treasurer should pay out no high school funds for any item until the item has been placed on the regular monthly pay roll and the pay roll has been properly sworn to by the principal.

4. All high school funds should be kept by the treasurer in a local bank or in the nearest if there is no local bank.

5. All items appearing on the pay roll should be paid by check and each check should be numbered, and the number of the check should be placed opposite the amount in "Check No." column.

6. Every county high school treasurer should have a well bound ledger record book, and he should copy each monthly pay roll in this book showing each item as it appears on the pay roll. He should carefully file each monthly pay roll. Every official letter received by the treasurer, and, if practicable, a copy of every official letter written by him, should be filed for future reference.

7. Some time between the 20th and 30th of each month, the treasurer should have his bank book balanced, and his bank account and school account in the ledger book kept by him, should be balanced at the same time. Checks returned by the bank should be filed in the proper pay roll and these cancelled checks will answer as vouchers.

8. The State Auditor's warrant for \$750.00 is sent at the beginning of each quarter and is usable only for meeting liabilities which are made during and after that particular quarter. Deficits which appear at any time must be made up locally in some other way than that of waiting for the receipt of the State's quarterly payment. In other words, these schools must be kept out of debt.

9. The treasurer shall make a general report of his receipts and disbursements on the blank form at the bottom of each monthly pay roll and after properly making the affidavit at the bottom of the pay roll he must forward one of the pay rolls to the State Superintendent of Education at Montgomery so that it will reach the office within ten days after the pay roll is submitted to the treasurer by the principal.

10. It shall be the duty of the county high school treasurer to see that the county high school property is properly insured at all times. The building and equipment should be insured for their FULL VALUE and the premiums to cover the insurance should be paid in the regular way on the monthly pay roll out of any county high school funds in the treasury. All insurance policies must be made payable to the high school commission, and the treasurer shall be the custodian of the policies.

COURSE OF STUDY FOR THE COUNTY HIGH SCHOOLS OF ALABAMA

(Based on elementary course of seven grades or years.)

(For schools with three teachers.)

FIRST YEAR	COURSE A	Hours per Week
English.....	Grammar	5
	Composition	
	Classics	
	Spelling	
Mathematics.....	Arithmetic—First Semester (5) ..	5
	Algebra—Second Semester (5) ..	
Science.....	Agriculture—First Semester (5) ..	5
	General Science—2nd Semester (5) ..	
History.....	General History	3
Drawing.....	Geometrical and Linear Drawing ..	2
Vocational.....	Manual Training (Boys) (2)	2
	Cooking (Girls) (2)	
	Home and School Gardening	—
	Total.....	22
 SECOND YEAR		
English.....	Composition and Rhetoric	5
	Classics	
	Spelling	
Mathematics.....	Algebra	5
Science.....	Horticulture—First Semester (5) ..	5
	Botany—Second Semester (5) ..	
History.....	English History	3
Vocational.....	Domestic Science (Girls) (2)	2
	Woodworking (Boys) (2)	
	Vocational Accounts	2
	School Gardening	—
	Total.....	22
 THIRD YEAR		
English.....	Composition	5
	Classics	
	History of American Literature ..	
	Spelling	
Mathematics.....	Plane Geometry	5
Science.....	Physics	5
	Zoology—First Semester (3)	3
	Agriculture—Second Semester (3) ..	
	One of the following:	
	Animal Husbandry	
	Dairying	
	Poultry	
	Field Crops	
Home and Community Sanitation.....		2

	COURSE A—Continued	Hours per Week
Vocational.....	Farm Mechanics (Boys) (2).....	2
	Domestic Art (Girls) (2)	—
	School Gardening	—
FOURTH YEAR	Total.....	22
English.....	Composition	5
	Classics	—
	History of English Literature	—
	Spelling	—
Mathematics.....	Solid Geometry — First Semes- ter (5)	5
	Algebra—Second Semester (5)	—
Science.....	Chemistry	5
History.....	American History and Civics.....	5
Elementary Economics		3
Vocational.....	School Gardening	—
	Total.....	23

(For schools with three teachers.)

FIRST YEAR	COURSE B	Hours per Week
English.....	Grammar	5
	Composition	—
	Classics	—
	Spelling	—
Mathematics.....	Arithmetic—First Semester (5)...	5
	Algebra—Second Semester (5)	—
Science.....	Agriculture (First Semester) (5)	—
Latin.....	Beginner's Latin—Second Semes- ter (5)	5
History.....	General History	3
Drawing.....	Geometrical and Linear Drawing...	2
Vocational.....	Manual Training (Boys) (2).....	2
	Cooking (Girls) (2)	—
	Home and School Gardening	—
SECOND YEAR	Total.....	22
English.....	Composition and Rhetoric	5
	Classics	—
	Spelling	—
Mathematics.....	Algebra	5
History.....	English History	3
Latin.....	Beginner's Latin (Completed).....	5
Vocational.....	Domestic Science (Girls) (2).....	2
	Woodworking (Boys) (2)	—
	Vocational Accounts	2
	School Gardening	—
	Total.....	22

THIRD YEAR	COURSE B—Continued	Hours per Week
English	Composition	5
	Classics	
	History of American Literature	
	Spelling	
Mathematics	Plane Geometry	5
Science	Physics	5
Latin	Caesar, Books I-IV, Prose Composition	5
Home and Community Sanitation		2
Vocational	Farm Mechanics (Boys) (2)	2
	Domestic Art (Girls) (2)	
	School Gardening	—
FOURTH YEAR	Total	24
English	Composition	5
	Classics	
	History of English Literature	
	Spelling	
Mathematics	Solid Geometry — First Semester (5)	5
	Algebra—Second Semester (5)	
Science	Chemistry	5
History	American History and Civics	5
Latin	Cicero Six Orations, Prose Composition	5
Vocational	Home and School Gardening (Optional)	—
	Total	25

(Schools with four or more teachers may offer Courses A, B, and C.)

FIRST YEAR	COURSE C	Hours per Week
English	Grammar	5
	Composition	
	Classics	
	Spelling	
Mathematics	Arithmetic—First Semester (5)	5
	Algebra—Second Semester (5)	
Science	Agriculture—First Semester (5)	5
Latin	Beginner's Latin—Second Semester (5)	
History	General History	3
Drawing	Geometrical and Linear Drawing	2
Vocational	Manual Training (Boys) (2)	2
	Cooking (Girls) (2)	
	Home and School Gardening	—
	Total	22

SECOND YEAR		COURSE C—Continued	Hours per Week
English.....	Composition and Rhetoric		5
	Classics		
	Spelling		
Mathematics.....	Algebra		5
History.....	English History		3
Latin.....	Beginner's Latin (Completed)		5
Vocational.....	Domestic Science (Girls) (2)		2
	Woodworking (Boys) (2)		
	Vocational Accounts		2
	Home and School Gardening		
Total.....			22
THIRD YEAR			
English.....	Composition		5
	Classics		
	History of American Literature		
	Spelling		
Mathematics.....	Plane Geometry		5
Modern Languages.....	German or French		5
Latin.....	Caesar, Books I-IV, Prose Com- position		5
	Home and Community Sanitation.....		2
Vocational.....	Farm Mechanics (Boys) (2)		2
	Domestic Art (Girls) (2)		
	School Gardening		
Total.....			24
FOURTH YEAR			
English.....	Composition		5
	Classics		
	History of English Literature		
	Spelling		
Mathematics.....	Solid Geometry — First Semes- ter (5)		5
	Algebra—Second Semester (5)		
Modern Languages.....	German or French.....		5
History.....	American History and Civics.....		5
Latin.....	Cicero, Six Orations, Prose Com- position		5
	Vocational.....	School Gardening	
Total.....			25

Note: No school shall offer more than two foreign languages, one of which must be Latin.

Note: At the discretion of the principal, fourth year mathematics is elective in Course C for girls pursuing courses in music, expression, or art.

ADOPTED TEXTS FOR THE COUNTY HIGH SCHOOLS OF ALABAMA

(For schools with three teachers.)

COURSE A.

FIRST YEAR	AUTHOR	PUBLISHER	Price.	Exch. Pr.
English:				
High School Grammar	Sanford & Brown	D. C. Heath & Co.	\$ 0.63	\$ 0.31
Exercise in Form and Diction	Fansler & Fansler	Row, Peterson & Co.	.48	
Eighth Grade Reader	Elson	Scott, Foresman & Co.	.52	.26
High School Word Book, Brief Course	Sandwick & Bacon	D. C. Heath & Co.	.22	.11
*It should be noted that no adoption of dictionaries has been made for county high schools. It is presumed that the pupil will use the dictionary purchased while in the upper grades of the elementary school. In case the pupil does not have a dictionary he should purchase one, availing himself of the contract price for the elementary public schools, as follows:				
Webster's Secondary Dictionary	(Plain), American Book Co.			\$1.35
Webster's Secondary Dictionary	(Indexed), American Book Co.			1.62
Mathematics:				
Arithmetic, Book 3	Philips & Anderson	Silver, Burdett & Co.	.42	.21
Elementary Algebra	Marsh	Chas. Scribner's Sons	.55	.27
Science:				
General Science	Clark	American Book Co.	.72	.36
Agriculture:				
Elementary Principles of Agriculture	Ferguson & Lewis	Ferguson Pub. Co.	.60	.30
History:				
Outlines of General History	Renouf	The Macmillan Co.	1.20	.60
Drawing:				
Education and Industrial Drawing, Mechanical Series, Books 1-6	Thompson	D. C. Heath & Co.	†.15	
Mechanical Manual (for teachers only) one copy free to each high school				.70

VOCATIONAL

Manual Training: Manual Training Series	AUTHOR	PUBLISHER	Price.	Exch. Pr.
Cooking:	Fullan	Ala. Pol. Inst.	‡	
Household Science and Arts	Morris	American Book Co.	.54	.27
SECOND YEAR				
English:				
Composition and Rhetoric	Clippinger	Silver, Burdett & Co.	.85	.42
Classics	Silver Series	Silver, Burdett & Co.		
Exercise in Form and Diction	Fansler & Fansler	Row, Peterson & Co.	.48	
High School Word Book, Brief Course	Sandwick & Bacon	D. C. Heath & Co.	.22	.11
Mathematics:				
Elementary Algebra	Marsh	Chas. Scribner's Sons	.55	.27
Horticulture:				
Popular Fruit Growing	Green	Webb Pub. Co.	.75	.60
Botany:				
Practical Course in Botany, with Flora	Andrews	American Book Co.	1.35	.66
History:				
A Short History of England	Coman & Kendall	The Macmillan Co.	.90	.45
Bookkeeping:				
Principles of Bookkeeping and Farm Accounts	Bexell & Nichols	American Book Co.	.59	.29
Blanks for same	Bexell & Nichols	American Book Co.	.41	

VOCATIONAL

Manual Training: Manual Training Series	Fullan	Ala. Pol. Inst.	‡	
Sewing:				
Household Science and Arts	Morris	American Book Co.	.54	.27

THIRD YEAR

English:

History of American Literature
Handbook of English Composition
Classics

Mathematics:

New Plane and Solid Geometry

Physics:

Physics Complete
Manual of Laboratory Physics

Zoology:

Practical Zoology

Sanitation:

Sanitation and Physiology

Agriculture (elect one):

Animal Husbandry
Milk and Its Products
Farm Poultry
Southern Field Crops

Halleck

Wooley
Silver Series

Wells

Mann & Twiss
Alter

Davidson

Ritchie

Harper
Wing
Watson
Duggar

American Book Co.

D. C. Heath & Co.
Silver, Burdett & Co.

D. C. Heath & Co.

Scott, Foresman & Co.
Dinsmore Alter

American Book Co.

World Book Co.

The Macmillan Co.
The Macmillan Co.
The Macmillan Co.
The Macmillan Co.

1.13

.63
§

1.15

1.08
.45

.90

1.12

1.23
1.35
1.35
1.54

VOCATIONAL

Manual Training:

Manual Training Series

Cooking:

Household Science and Arts

Fullan

Morris

Ala. Pol. Inst.

American Book Co.

‡

.54

FOURTH YEAR

English:

New English Literature
Classics

Mathematics:

New Plane and Solid Geometry
Elementary Algebra

Halleck
Silver Series

Wells
Marsh

American Book Co.
Silver, Burdett & Co.

D. C. Heath & Co.
Chas. Scribner's Sons

1.17
§

1.15
.55

‡15c per copy. †No cost. §See page 16.

	AUTHOR	PUBLISHER	Price.	Exch. Pr.
History:				
American History	James & Sanford	Chas. Scribner's Sons	1.33	.70
Civics:				
Government in the State and Nation	James & Sanford	Chas. Scribner's Sons	.84	.42
Chemistry:				
General Chemistry, Complete with Manual	Newell	D. C. Heath & Co.	1.12	.56
Economics:				
Elementary Economics	Burch & Nearing	The Macmillan Co.	.90	.45

NOTE: Rutland's Alabama School and College Theme Tablet, 40 sheets to the tablet, is recommended for use in the county high schools--(Hirshberg Co., Atlanta, Ga.) Price.....\$0.08

ADOPTED TEXTS FOR THE COUNTY HIGH SCHOOLS OF ALABAMA

(For schools with three teachers.)

	AUTHOR	PUBLISHER	Price.	Exch. Pr.
FIRST YEAR				
English:				
High School Grammar	Sanford & Brown	D. C. Heath & Co.	\$ 0.63	\$ 0.31
Exercise in Form and Diction.....	Fansler & Fansler	Row, Peterson & Co.	.48	
Eighth Grade Reader.....	Elson	Scott, Foresman & Co.	.52	.26
High School Word Book, Brief Course	Sandwick & Bacon	D. C. Heath & Co.	.22	.11
Mathematics:				
Arithmetic, Book 3	Philips & Anderson	Silver, Burdett & Co.	.42	.21
Elementary Algebra	Marsh	Chas. Scribner's Sons	.55	.27
Latin:				
Essentials of Latin for Beginners, Revised	Pearson	American Book Co.	.81	.40
Agriculture:				
Elementary Principles of Agriculture	Ferguson & Lewis	Ferguson Pub. Co.	.60	.30

History: Outlines of General History.....	Renouf	The Macmillan Co.....	1.20	.60
Drawing: Education and Industrial Drawing, Mechanical Series, Books 1-6	Thompson	D. C. Heath & Co.....	†.15	
Manual (for teachers only) one copy to each high school, free			.70	

VOCATIONAL

Manual Training: Manual Training Series.....	Fullan	Ala. Pol. Inst.	‡	
Cooking: Household Science and Arts.....	Morris	American Book Co.....	.54	.27
SECOND YEAR				
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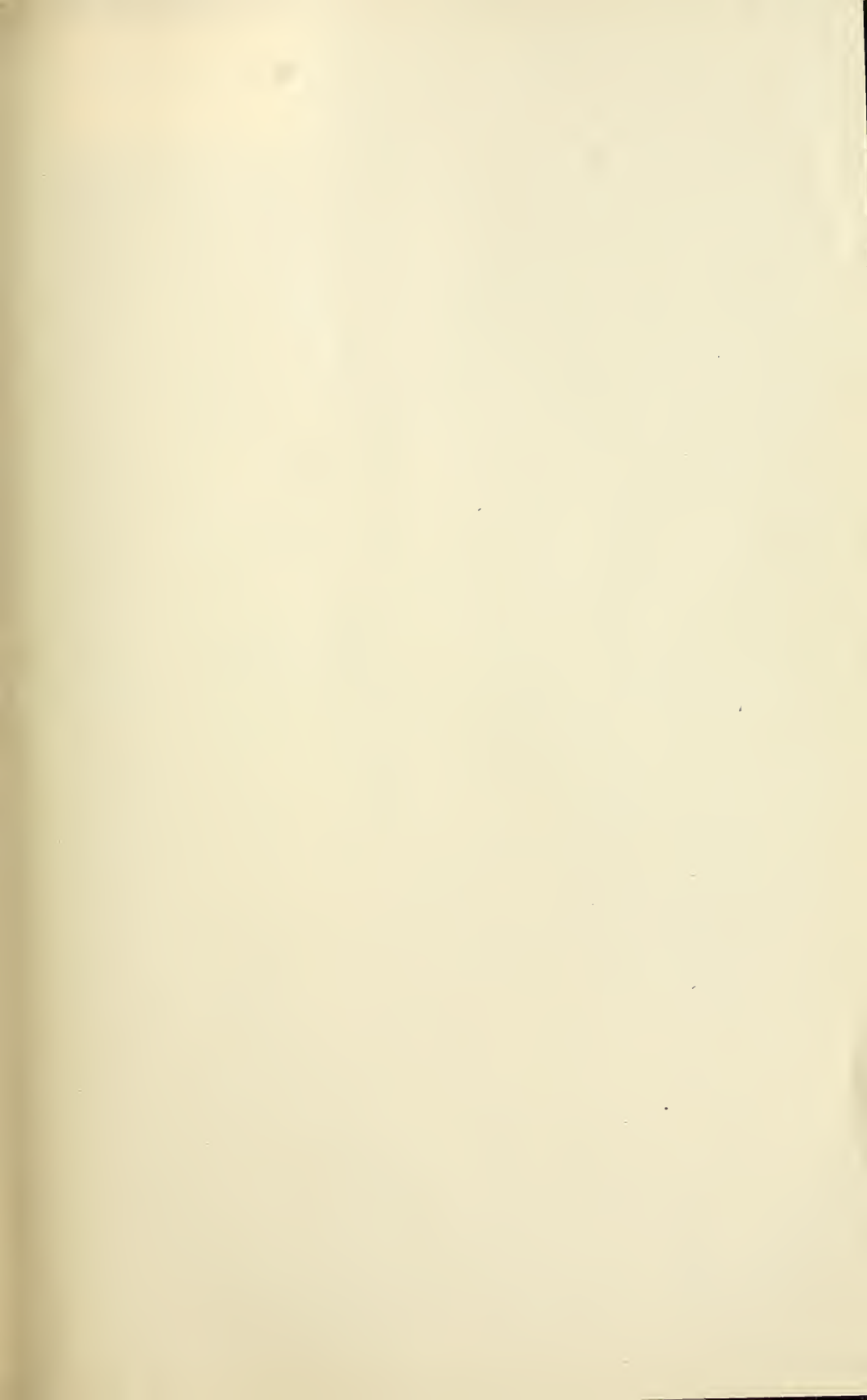
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